Employee Suggestion No. 274

A. Summary of the Suggestion:

The suggester proposes the distribution, Agency-wide, of a memorandum to remind everyone who handles files of the absolute necessity of dating all material placed in personnel files. At the present time, as the files grow and are rearranged from time to time, it becomes very difficult to determine its proper chrono- logical order unless all of the material is dated (with the year as well as the day and month). In many cases, because of this lack of dates, an erroneous handling of the file has been made.

B. Evaluation:

The Deputy Chief, Plans, Research and Development Staff, Per- sonnel Office, has advised the Committee that the above suggestion is of sufficient importance to receive careful consideration. With- out question, insertion of undated material in applicant folders tends to confuse reviewing officials who need to know the chrono- logical arrangement of supplementary material in order to evaluate the applicant. However, they further advise that the problem of undated documents has been under study in this Office before the suggestion was initiated. The above Staff is engaged in a project to improve applicant folders in several respects of which one con- sideration relates to the elimination of undated material in appli- cant folders. However, they indicated that the existence of the project above does not invalidate the points presented in this sug- gestion. Although the PRDS does not believe that such a notice as proposed by the suggester is appropriate at this time, the suggestion in itself has served to place more emphasis on the point in question. They further recommend that a nominal award be approved, based on the fact that the suggestion has contributed to the research project being conducted on the general problem.

C. Recommendation:

It is recommended that a token award of $15 based on the Scale of Awards for Suggestions With Intangible Benefits be awarded to the suggester.

no action